

GOSHEN TOWNSHIP
Job Description
For
Administrative Assistant

Hiring Range:	To Be Determined	Classification: Unclassified
Reports to:	Township Administrator	FLSA: Non-Exempt
Posted:		Department: Admin
Working Hours:	Up to 30 Hours/Week/As Assigned	Status: Part-Time

This is a public service job based in trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces.

JOB PURPOSE:

The Township Administrative Assistant will often be the first point of contact for Goshen Township and the public. The Administrative Assistant shall perform varied and independent work in assisting the Township Administrator in performance of their administrative duties; does related work as required.

JOB DUTIES:

The township administrative assistant shall, under the direction of the township administrator:

- Attend meetings of Township Trustees, conferences, committee and staff meetings in order to provide assistance to the Administrator and make recommendation on subjects under discussion.
- Attend workshops or seminars related to duties performed.
- Answer the phones, transfer calls to appropriate employee/departments
- Will answer questions and assist members of the public who walk into the township building to the Customer Service Window
- Provide updates, post meeting minutes and agenda items to the township's website
- Help to create, design, publish and distribute a Township newsletter
- Collect, type, file and distribute as needed minutes from township meetings
- Provide general filing duties for the Administrator and other departments as necessary
- Update personnel files on an on-going basis, create new files for new hires as well as archive files for former employees
- Be able to assist the Zoning Inspector in creating/distributing zoning reports, permits, files
- Responsive for some office cleaning, including vacuuming work space

- Assist the Township Administrator in creating budget documents, updating budget reports and distribution of same
- Assist the Township Administrator in managing the employees Health Care Benefits
- Point of contact for any new hires for all forms relates to pay, benefits, policy etc
- Shall bulk order cleaning and office supplies for Township Building, Zoning and Administration Departments
- Assist all departments as necessary in completing and issuing press releases
- Contact person for the fiscal officer, Administrator and Board of Trustees for contractors/vendors
- UAN Reports
- Assistant the Township Administrator in receiving and filling public records request
- Collect the mail and distribute to the correct employee/department
- Additional administrative duties and responsibilities assigned as needed

QUALIFICATIONS AND REQUIREMENTS:

Knowledge Critical to Success:

- The principles, practices, and procedures relating to invoices and contracts
- Township resolutions
- Bidding procedures, performance bonds, insurance claims, and adjustments
- Office administration practices

Skills Needed:

- Dealing effectively with public officials, co-workers, and the general public
- Office technology and computer applications
- Interpersonal communication (written and verbal)
- Organizing
- Maintaining confidentiality in dealing with sensitive issues and documents.

Abilities Critical to Success:

- Accomplish assigned administrative tasks with a minimum of supervision and with only general direction
- Meet the public and discuss problems and complaints tactfully, courteously, and effectively
- Maintain various files and records
- Establish and maintain satisfactory work relationships with department heads, co-workers, vendors, and contractors
- Use good professional judgment
- Write specifications for equipment, insurance, and supplies.

- Personal computers with related software
- Copiers
- Calculators
- Two-way radios
- Telephones
- Fax machines
- Other office equipment related to this position.

Licenses and Certifications Required:

- Valid Drivers Licenses
- Notary (recommended)

Minimum Education and Experience:

- Minimum requirements include completion of high school or the equivalent
- experience in clerical and administrative tasks, including purchasing, personnel and insurance; or any combination of experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position
- Bachelors Degree in Business Administration, Accounting or related field preferred

Physical and Mental Qualifications:

- Ability to perform office related duties
- Frequently required to sit and talk or hear, move and extend arms in a wide range of movements to reach for files, documents, publications, and equipment handles, and have the ability to grasp, hold various types of equipment, and at a minimum level operate a keyboard/typewriter.
- Visually define, recognize, evaluate and differentiate objects, such as written information, messages, warning signs and safety hazards
- Drive a motorized vehicle in all type of traffic and weather conditions

Disclaimer

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in this job description and other duties, as assigned, might be part of the job.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. Also, this job description does not constitute an employment

agreement between the employer and the employee, and it is subject to change by the employer as the needs of the employer and the requirements of the job change.

Effective Date: _____

Employee Signature: _____

Authorized by: _____

2/2016